

## APPLICATION FOR AN ADDITIONAL ENDORSEMENT TO A MICHIGAN TEACHING CERTIFICATE

**NOTE:** This form is to be used **ONLY** if the applicant has completed an additional endorsement program at an approved **OUT-OF-STATE** college or university. **DO NOT** use this form if requirements for the additional endorsement were completed at a Michigan college or university. Candidates who completed the additional endorsement requirements at a Michigan college/university must apply directly to that Michigan college/university to be recommended for the additional endorsement.

### GENERAL INFORMATION:

- Complete the application form on the reverse side.
- Upon receipt of your application, you will be billed \$50.00. **The fee is for the application evaluation process and is non-refundable. DO NOT SEND PAYMENT WITH THE APPLICATION FORM.**
- Your credentials will be evaluated after your completed application form and application evaluation fee is received.
- The Office of Professional Preparation Services cannot provide advice on eligibility for the additional endorsement until an application is submitted and the application evaluation process is completed. Applicants will be informed in writing if they do not meet requirements for the additional endorsement.
- Candidates for an additional endorsement(s) are required to pass the appropriate Michigan state content area test(s). If you meet requirements for the additional endorsement and have not already passed the appropriate Michigan state content area test(s), you will be mailed an evaluation letter that will inform you of which content area test(s) you will be required to pass. Also, at that time, you will be mailed the Michigan Test for Teacher Certification Registration Bulletin.
- **Mail the completed application form, along with the required documentation, to the address indicated above.**

### ENDORSEMENT AREAS AVAILABLE IN THE STATE OF MICHIGAN

#### AX COMMUNICATION ARTS

#### BX LANGUAGE ARTS

BA English  
BC Journalism  
BD Speech  
BR Reading Specialist  
BT Reading

#### RX SOCIAL STUDIES

CA Economics  
CB Geography  
CC History  
CD Political Science

#### SOCIAL SCIENCES

CE Psychology  
CF Sociology  
CH Anthropology  
CL Cultural Studies  
CM Behavioral Studies

#### DX SCIENCE

#### DI INTEGRATED SCIENCE

DA Biology  
DC Chemistry  
DE Physics  
DH Earth/Space Science  
DP Physical Science

#### EX MATHEMATICS

#### WORLD LANGUAGE

FA French  
FB German  
FC Greek  
FD Latin  
FE Russian  
FF Spanish  
FG Other  
FH Italian

FI Polish  
FJ Hebrew  
FL Japanese Language and Culture  
FR Chinese Language and Culture

#### BILINGUAL EDUCATION

YA Bilingual French  
YB Bilingual German  
YC Bilingual Greek  
YE Bilingual Russian  
YF Bilingual Spanish  
YH Bilingual Italian  
YI Bilingual Polish  
YJ Bilingual Hebrew  
YK Bilingual Arabic  
YL Bilingual Other  
YM Bilingual Vietnamese  
YN Bilingual Korean  
YO Bilingual Servo-Croatian/Bosnian  
YP Bilingual Chaldean  
YR Bilingual Chinese  
YS Bilingual Filipino  
YT Bilingual Japanese

#### BUSINESS EDUCATION

GQ Business, Management, Marketing, and Technology  
GM Marketing Education

#### HX AGRISCIENCE AND NATURAL RESOURCES

#### IX INDUSTRIAL TECHNOLOGY

#### JX MUSIC EDUCATION JQ MUSIC EDUCATION

#### KH FAMILY AND CONSUMER SCIENCES

#### LX ART EDUCATION LQ VISUAL ARTS EDUCATION LZ VISUAL ARTS EDUCATION SPECIALIST

#### HEALTH, PHYSICAL EDUCATION, RECREATION, AND DANCE

MA Health  
MB Physical Education  
MD Recreation  
MH Dance

#### MISCELLANEOUS

NB National Board Certification  
ND Library Media  
NJ Environmental Studies  
NP Educational Technology  
NR Computer Science  
NS English as a Second Language  
NT Guidance and Counseling

#### OX FINE ARTS

#### PX HUMANITIES

PR Academic Study of Religions  
PS Philosophy

#### SPECIAL EDUCATION

SA Cognitive Impairment  
SB Speech and Language Impairment

SC Physical or Other Health Impairment  
SE Emotional Impairment  
SK Visual Impairment  
SL Hearing Impairment  
SM Learning Disabilities  
SP Physical Education for Students with Disabilities  
SV Autism

#### TX TECHNOLOGY AND DESIGN

#### ZA EARLY CHILDHOOD EDUCATION

#### ZL MIDDLE LEVEL

#### ZG GENERAL EL K-5

#### CAREER AND TECHNICAL EDUCATION

VA Vocational Agriscience and Natural Resources  
VB Vocational Business Services  
VC Vocational Child Care  
VE Vocational Cosmetology  
VF Vocational Law Enforcement/Fire Science  
VG Vocational Teacher Cadet  
VH Vocational Family and Consumer Sciences  
VM Vocational Marketing Education  
VS Vocational Health Sciences  
VT Vocational Technical  
VZ Vocational Hospitality

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### INSTRUCTIONS:

- Complete all sections of the application form. **PLEASE PRINT OR TYPE.**
- Enclose OFFICIAL transcripts from the out-of-state institution(s) where the endorsement program was completed.
- If your name has changed since your certificate was issued, enclose a photocopy of your marriage license, divorce decree, or name change decree.
- If you are certified to teach in another state in the subject area for which you are requesting the additional endorsement, enclose a copy of your out-of-state teaching certificate.
- If you have already passed the appropriate Michigan state content area test(s), enclose a copy of your test scores.

### APPLICANT INFORMATION:

SOCIAL SECURITY NUMBER	DATE OF BIRTH	MONTH	DAY	YEAR	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
NAME Last                      First                      Middle                      Maiden	TELEPHONE NUMBER (       )				
ADDRESS Street	City	State	Zip Code		

### CERTIFICATE INFORMATION:

TYPE OF MICHIGAN TEACHING CERTIFICATE HELD	DATE ISSUED
NAME WHICH APPEARS ON CERTIFICATE Last                      First                      Middle                      Maiden	
HAS YOUR NAME CHANGED SINCE YOUR CERTIFICATE WAS ISSUED? (If the answer is yes, please enclose proof of your name change.)	<input type="checkbox"/> YES <input type="checkbox"/> NO

### ADDITIONAL ENDORSEMENT INFORMATION:

ADDITIONAL ENDORSEMENT(S) REQUESTED (See list of endorsement areas on the reverse side)	GRADE LEVE OF ENDORSEMENT(S)	OUT-OF-STATE COLLEGE/UNIVERSITY AT WHICH ENDORSEMENT PROGRAM WAS COMPLETED
ARE YOU CERTIFIED TO TEACH IN THIS ENDORSEMENT AREA IN ANOTHER STATE? (If the answer is yes, please enclose a copy of your out-of-state teaching certificate.)		
<input type="checkbox"/> YES <input type="checkbox"/> NO		

### CONVICTION/REVOCATION INFORMATION: (IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING QUESTIONS, PLEASE PROVIDE A DETAILED DESCRIPTION OF THE CIRCUMSTANCES SURROUNDING THE CONVICTION OR ACTION AND ATTACH COPIES OF COURT DOCUMENTS, IF APPLICABLE.)

Have you ever been convicted of (or pleaded no contest to) a misdemeanor or felony? (Check One)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you had a teaching/school counselor/school psychologist certificate suspended or revoked? (Check One)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is there currently action pending against your teaching/school counselor/school psychologist certificate? (Check One)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever surrendered a teaching/school counselor/school psychologist certificate? (Check One)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**-DO NOT WRITE BELOW THIS LINE-**

Institution \_\_\_\_\_ Degree \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_

Endorsement Area(s) \_\_\_\_\_ Test(s) Passed \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_